



# City of Tempe

## FINANCIAL REPORTING AND ANALYSIS SUPERVISOR

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	377	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Financial Services	<i>Salary / Hourly Minimum:</i>	\$72,757
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$97,733
<i>Employee Group:</i>	TSA	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Financial Reporting & Analysis Supervisor
<i>Safety Sensitive / Drug Screen:</i>	No	<i>EEO4 Group:</i>	Professionals
<i>Physical:</i>	No		

### REPORTING RELATIONSHIPS

Receives direction from the Controller or from other management staff.

Exercises direct supervision over accounting staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three (3) years of accounting or auditing experience, including financial statement preparation, preferably in municipal or public accounting. Supervisory experience is preferred.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting or degree related to the core functions of this position.
<i>License / Certification:</i>	Possession of a certification as a Certified Public Accountant is preferred.

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To supervise and perform a variety of professional level duties involving the accounting, recording and reporting of financial transactions involved in City funds; to review accounting records for accuracy; to prepare financial reports, statements and special financial analyses; and to perform a variety of professional accounting tasks relative to accounts payable, accounts receivable, general ledger, lease contracts, fixed assets, capital improvements, special assessments, grants and a variety of financial statements.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Plan, assign and review work of accounting staff; participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures including performance improvement plans, and provide guidance on the individual development plans.
- Plan, schedule, organize, and supervise general ledger transactions, fixed assets, special assessments and various capital improvement budget items.
- Plan, schedule, organize, and supervise accounts receivable and lease contracts to ensure proper receipt of funds and paperwork as required in the lease.
- Provide assistance to City staff regarding accounting principles and procedures.
- Maintain and reconcile a variety of ledgers and accounts; review all accounting transactions to ensure accuracy; correct financial records as necessary.
- Assist in the development, testing, implementation and monitoring of procedures to ensure proper compliance with the internal controls identified for major accounting functions.
- Maintain existing and implement new financial accounting systems; review and update internal user manuals. Assist City departments with implementation of new software systems impacting general ledger.
- Develop and maintain reports and procedures to ensure accounting software systems are properly processing and recording transactions; prepare and review computer input for monthly financial reports.
- Assist in the preparation of complex financial analysis as requested by senior management; prepare administrative reports, audits, and program recommendations outlining findings.
- Assist in the preparation of the City's Comprehensive Annual Financial Report; interact with the external auditors as deemed necessary.
- Assist in the preparation of the annual Expenditure Limitation Report and forecast.
- Monitor contract compliance with federal grant requirements; assist in Single Audit of federally-funded programs and monies and the preparation of the Single Audit Report (A-133).
- Maintain various schedules, reports and procedures to ensure City is in compliance with federal arbitrage regulations.
- Prepare and submit monthly analyses of expenditures and revenues, including monthly capital improvement project reports; prepare and submit quarterly analysis of expenditures and revenues.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone calculator, copy machine;

- Continuous and repetitive arm, hand, and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective June 2003*

*Revised November 2005 (Update job description; range adj)*

*Revised August 2007 (title change only)*

*Revised August 2012 (title change, update to essential functions)*